



Information Packet
Service Academy Nominations
Class Entering Summer of 2012

Senator Kay Bailey Hutchison
ATTN: Academy Coordinator
300 East 8th Street
Suite 961
Austin, Texas 78701
Phone: (512) 916-5834
Fax: (512) 916-5839
Email: academy@hutchison.senate.gov
Website: <http://hutchison.senate.gov>

General Information

Each Congressional office uses a selection process for academy nominations designed to fulfill its own criteria and standards. The various procedures are often confusing to those who apply to more than one source. Misunderstandings and errors can be avoided by carefully reading the instructions of each office to which you apply. Service academy nominations by Senator Hutchison are handled by our Austin office. Please feel free to contact that office should you have any questions or need assistance in completing the process.

PLEASE NOTE: By signing Senator Hutchison's acknowledgement form, you are acknowledging and accepting responsibility for the requirements set by our office. Senator Hutchison's deadline is **October 12, 2011**. It is **YOUR** responsibility to have all required materials **POSTMARKED** by the October 12th deadline. Faxed documents **WILL NOT** be accepted.

Because of the extreme competition for Service Academy nominations, you are encouraged to apply to every nominating authority which pertains to you. You should apply to both U.S. Senators for Texas as well as your local Congressman/U.S. Representative. Senators nominate from an applicant pool based on the entire state and Congressmen/U.S. Representatives nominate from applicants domiciled in their Congressional districts. Applicants may apply for nominations from both their U.S. Senators and from their Congressman/U.S. Representative (***only one nomination is necessary to receive an appointment***). Applicants may also apply to the Vice President of the United States, who can nominate applicants from the country at large. Should your eligibility allow, you may also apply with the office of the President of the United States.

Each United States Senator is able to select only a few nominees each year. Candidates who apply to Senator Hutchison will be considered on the basis of academic performance, leadership potential, extracurricular activities, an essay stating why you want to attend a service academy and two completed evaluation forms. **In order to ensure that each candidate who contacts Senator Hutchison receives fair and impartial consideration, an all-volunteer Academy Selection Board evaluates applications and then provides Senator Hutchison with its recommendations.**

Residency: Senator Hutchison will only nominate applicants who are domiciled in the State of Texas. You must be a legal resident of Texas. By signing Senator Hutchison's acknowledgement form, you are verifying you are a legal, domiciled resident of Texas.

Age: You must be at least 17-years-old by July 1 of the year of your induction, but not have passed your 23rd birthday. (Ideally, you should be contacting Senator Hutchison's office at the beginning of your senior year of high school.)

Application Requirements

All information listed below is required for an application packet to be complete and for an individual to be considered for nomination.

1) Application: You must complete and submit Senator Hutchison's online application by **October 12, 2011**. The application can be accessed via Senator Hutchison's website. Once you have completed the application and submitted it online, you can print a copy for yourself, but it is NOT necessary to mail a copy to our office.

***The remaining forms are required for your file to be considered complete. They must be postmarked by **October 12, 2011**, and mailed to the following address:

**Senator Kay Bailey Hutchison
ATTN: Academy Coordinator
300 E. 8th Street, Suite 961
Austin, Texas 78701**

2) Signed Acknowledgement Form. (Included in this packet)

3) Official High School Transcript: You must send an **official** high school transcript through at least six semesters. High school **numerical rank (position in class), class size and GPA MUST** be included on this transcript. **Without this information on your transcript, your file will be considered incomplete.** Should your school not rank students, you must have the counselor or principal denote this on your transcript. You should also see that your counselor denotes what scale your GPA is calculated on (e.g. 3.2 / 4.0, 5.7 / 6.0, etc.). If your school will not give an official transcript to students, it may be mailed to our office by your counselor. It is your responsibility to insure it is received in our office by the October 12, 2011, deadline. Transcripts **MAY NOT** be faxed to our office.

4) Other Transcripts: If you have graduated from high school and attended classes at another school or university, you must send an official transcript for those classes to our office.

5) Standardized Test Results: In order to be considered for a nomination, you must take the SAT and/or the ACT. If you have not taken either of these tests, yet, please make arrangements to take one or both of the tests at the **first available time**. Keep in mind that the deadline is October 12th, so **tests taken in the fall of 2011 may not make it in time for your application to be considered** by Senator Hutchison's Academy Selection Board. If you plan on retaking a standardized test to improve your score, we will continue to update your file with the new scores, assuming the rest of your file is complete by the deadline, and as long as the scores are received in our office before the Selection Board meets.

If your SAT/ACT scores are included on your high school transcript, no other documentation will be necessary.

NOTE: Not all high schools include standardized test results on transcripts. It will be **your responsibility** to insure they are included if you do not plan on sending further documentation of test scores. You may take these tests several times to try to improve your scores – your highest scores in each section will be considered by the Selection Board.

6) Evaluation Forms: You must submit **two** completed evaluation forms (Included in this Packet) for your application to be considered complete. People who know you well such as a teacher, counselor, minister, coach, employer or scoutmaster should complete these forms. Do not have family members complete these forms. When completed, it should be returned to you in a **sealed envelope** with the evaluator's signature across the seal. **It is your responsibility to ensure these forms are completed in a timely manner and submitted/postmarked by the October 12, 2011, deadline.**

All information submitted to our office must be postmarked by October 12, 2011. Partial or incomplete applications will not be considered. Please refer to the checklist section of the online application for the status of your application. You are responsible for monitoring the status of your application via the online checklist. This is an application for a nomination from Senator Hutchison. Other congressional office procedures may be different.

Helpful Information

The academies provide specific guidelines for applicants who may be eligible to be considered for an appointment. A candidate must be an American citizen by the date of induction into an academy and be of good moral character. To obtain catalogs and other specific information on the academies, you should contact the academy of your choice directly:

U.S. Air Force Academy
HQ USAFA/RRS
2304 Cadet Drive, Suite 200
USAFA, CO 80840-5025
(800) 443-3864 or (719) 333-2520
Homepage <http://www.usafa.edu>

U.S. Naval Academy
Dean of Admissions
117 Decatur Road
Annapolis, MD 21402-5017
Phone: (410) 293-4361
Homepage <http://www.usna.edu>

Admissions Office
U. S. Merchant Marine Academy
Steamboat Road
Kings Point, NY 11024-1699
Phone: (800) 732-6267
Homepage <http://www.usmma.edu>

Director of Admissions
U. S. Military Academy
606 Thayer Road
West Point, NY 10996-1797
Phone: (800) 822-2769
Homepage <http://www.usma.edu>

The United States Coast Guard Academy (USCGA) tenders appointments solely on the basis of an annual nationwide competition. Congressional nominations are not required. You should contact the Academy directly at the following address, and all information concerning USCGA admission must be sent directly to the Academy:

United States Coast Guard Academy
Director of Admissions
New London, Connecticut 06320-4195

(800) 883-8724
Homepage <http://www.cga.edu>

The U.S. Air Force, Military, and Naval Academies require you be at least 17-years-old, but not have passed your 23rd birthday by July 1st of the year of induction. A candidate must be unmarried with no dependents. The U.S. Merchant Marine Academy requires you be at least 17-years-old, but not have passed your 25th birthday by July 1st of the year of induction. A cadet may be married, but couples may not be domiciled either on or off campus.

All Academies require you pass a Department of Defense Medical Examination Review Board (DODMERB). The academy to which you apply will initiate the scheduling of an examination with the Department of Defense. Once taken, the examination may be used for all service academies. A service academy medical examination must be passed before a candidate can receive an appointment. The most frequently encountered problem areas include:

Visual Acuity: All candidates accepted shall have an uncorrected visual acuity no poorer than 20/400 in either eye and must be correctable to 20/20 in each eye.

Color Vision: Color blindness, complete or partial, can be cause for disqualification

Asthma: Any history of asthma may also cause for disqualification

NOTE: Graduation from a United States Service Academy obligates you to serve five (5) years of Active Duty Service.



Academy Nomination Application Acknowledgment Form

By signing this application acknowledgement form, I am acknowledging the following:

I have read the application instructions and requirements, and all required materials are included. I acknowledge that if I have not mailed all of the necessary data, postmarked by October 12, 2011, I will not be given consideration for a nomination from Senator Hutchison. I also certify that I am a legal resident of Texas.

Privacy Act of 1974: Senator Hutchison, please monitor my progress in seeking an appointment to the academy. I hereby consent for the academy to divulge information from my records for that purpose.

Signature

Printed Name

Date



Kay Bailey Hutchison
United States Senator • Texas
Applicant Evaluation Form

2012 Application for Nomination to a U.S. Service Academy

To be completed by a school counselor/principal/teacher, employer, community leader, scoutmaster, religious leader, etc.

Printed Name of Applicant (Last, First Middle):

The person named above is applying for a nomination to a United States Service Academy through Senator Hutchison's office. We understand that your time is valuable and appreciate your help in our selection process. The academies provide a college education and training for students to become a commissioned officer in the Armed Forces following graduation. The questions below are designed to provide the information necessary to select the best qualified candidates. Each student evaluation must be received in our office by **October 12, 2011**. Please assist the student in meeting this deadline. Additional pages will be accepted, but are not required. ***Please return this completed form in a signed sealed envelope to the applicant.*** Thank you for your assistance with the nomination process.

- 1. How long have you known the applicant and in what capacity?**

- 2. Describe the applicant's talents, strengths and leadership qualities.**

- 3. What are the applicant's weaknesses?**

- 4. How does the applicant handle stressful and challenging situations? Has the applicant encountered failure and how did he/she manage the situation?**

- 5. Are you aware of any personal circumstances that could affect the applicant's performance at the academy?**

6. Describe the applicant's relationship with his/her peer group? Does he/she stand out among peers? Does he/she have the ability to get along well with others?

Name (signature) _____ Date _____

Name (printed) _____ Title _____



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